

THE CITY OF KNOXVILLE

# CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: [www.knoxvilletn.gov](http://www.knoxvilletn.gov)

4035 **Parks and Recreation** 2/10/2016

## Deputy Director

(This is a non-civil service position)

Drug testing may be required

**PAY GRADE RANGE:** \$ 65,000 - \$ 75,000 annually

*The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.*

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to [www.knoxvilletn.gov](http://www.knoxvilletn.gov). **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Friday, February 26, 2016.**

- Completed City of Knoxville Online Application Including 2 Work Experience Questions.
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email [mbfooster@knoxvilletn.gov](mailto:mbfooster@knoxvilletn.gov) before the posting deadline.

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#### JOB DESCRIPTION:

Under administrative direction of the Department Director, responsible for a variety of administrative duties involved with planning, organizing, and directing the comprehensive recreation program for the city of Knoxville.

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#### MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Graduation from an accredited four year college or university with a major in recreation, public administration, leisure services or a related field.
- Preferred a master's degree in recreation management, public administration or related field
- Five (5) years of progressively responsible experience in administering and supervising recreation programs.

*Note: Background checks will be conducted.*

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

# Parks & Recreation Department

## Deputy Director Position

**Definition:** Under administrative direction of the Department Director, responsible for a variety of administrative duties involved with planning, organizing, and directing the comprehensive recreation program for the city of Knoxville.

### **Examples of Work Performed:**

Assists the Director in administering recreation policies and procedures  
Directs studies to determine the need of the City for parks and recreation areas, and evaluates the adequacy of present programs and facilities  
Works on projects both within the department and through the city administration  
Assists in the preparation of the department operating and capital budgets, monitors implementation of the budget and sets spending priorities  
Speaks at community meetings and with civic clubs, and represents the department at various public functions  
Receives complaints and takes appropriate steps to study problems and develop solutions.  
Develops programs and special activities through subordinate departmental supervisors  
Prepares bids, requests for proposals and request for qualifications for goods and services  
Completes a variety of forms and reports required for the efficient operation of the department and ensures that such documents are appropriately maintained  
Manage departmental personnel in hiring, disciplining, evaluating, scheduling and mentoring  
Represents the Parks and Recreation Department, on behalf of the Director, at various internal city departmental meetings and workshops on an as needed basis

### **Knowledge, Skills and Abilities:**

Knowledge of the principals and objectives of public recreation administration  
Knowledge of the techniques involved in recreation programming, planning and marketing  
Knowledge of budgeting principles, practices and administration  
Knowledge of recreation facilities, equipment and supplies  
Knowledge of the principles and practices of supervision  
Ability to coordinate and implement a variety of programs  
Ability to communicate clearly, concisely and convincingly, both orally and in writing  
Ability to create and maintain records and reports  
Ability to plan, organize, coordinate and direct the activities of a variety of personnel  
Ability to establish and maintain effective working relationships with the general public and employees in other city departments

### **Minimum Requirements:**

Graduation from an accredited four year college or university with a major in recreation, public administration, leisure services or a related field. Preferred a master's degree in recreation management, public administration or related field  
Five (5) years of progressively responsible experience in administering and supervising recreation programs